

**TEXAS WOMAN'S UNIVERSITY
ACADEMIC PROBLEM RESOLUTION FORM**

Date:

The student should complete the form through item 2 and present to the faculty within 1 week of the occurrence of the problem. If not enough space is available, attachments are permissible.

If this form is sent by email from person whose signature is required, the person's typed name and email address may substitute for the signature.

STUDENT

Name:
Student ID:
Local Mailing Address:

Email:
Phone:
Major:

1. FACULTY INFORMATION

Name of Instructor:
Department:

Course Title/Number/Section:
Course Meeting Schedule (days & times):

2. STUDENT

THE PROBLEM-Please describe the problem/situation concisely. Date problem occurred:

THE REQUEST- Please state exactly what you want the faculty or others to do to resolve the problem and give this form to the faculty/other party for response.

3. FACULTY

THE RESPONSE- Please respond to item 2 and return to student within one week.
Date form given to Faculty:

4. STUDENT

Is problem resolved to student satisfaction? Yes No

If problem is resolved, this concludes the process. Return signed copy to Faculty. Faculty signs and sends copy to department Chair and Dean.

(Student signature/date)

(Faculty signature/date)

If unresolved, the student may stop the process. To continue the process, present this form to Department Chair's office within 1 week for a response.

5. CHAIR

Describe the action taken to resolve the problem. Return the form to student within one week.

Date given to Chair:

THE RESPONSE:

(Chair signature/date)

6. STUDENT

Was problem resolved? Yes No

If problem is resolved, this concludes the process.

(Student signature/date) Return signed copy to Chair.

(Chair signature/date) Chair sends copy to College Dean.

If unresolved, the student may stop the process. To continue the process, present this form to college Dean's office within 1 week for a response.

7. COLLEGE DEAN

Describe the action taken to resolve the problem. Return the form to Student within two weeks.

Date given to Dean:

THE RESPONSE:

(Dean signature/date)

8. STUDENT Was problem resolved? Yes No

If problem is resolved, this concludes the process.

(Student signature/date)

Return signed copy to College Dean.

UNDERGRADUATE STUDENTS: If unresolved, the student may stop the process. To continue the process, present this form to Provost's Office within 1 week for response (skip to step 11).

GRADUATE STUDENTS: If unresolved, the student may stop the process. To continue this process, present this form to the Dean of the Graduate School within 1 week for a response.

9. DEAN OF THE GRADUATE SCHOOL

Describe the action taken to resolve the problem. Return the form to the Student within two weeks.

Date given to Dean of the Graduate School:

THE RESPONSE:

(Dean of the Graduate School signature/date)

10. GRADUATE STUDENT Was problem resolved? Yes No

If problem is resolved, this concludes the process.

(Student signature/date)

Return signed copy to the Dean of the Graduate School.

If unresolved, the student may stop the process. To continue the process, present this form to Provost's Office within 1 week for a response.

11. PROVOST

Describe the resolution. Decision of the Provost is final and this concludes the process. Provost's Office mails copies to Student, Faculty, Chair and Dean.

Date given to Provost:

THE RESPONSE:

_____ (Provost signature/date)